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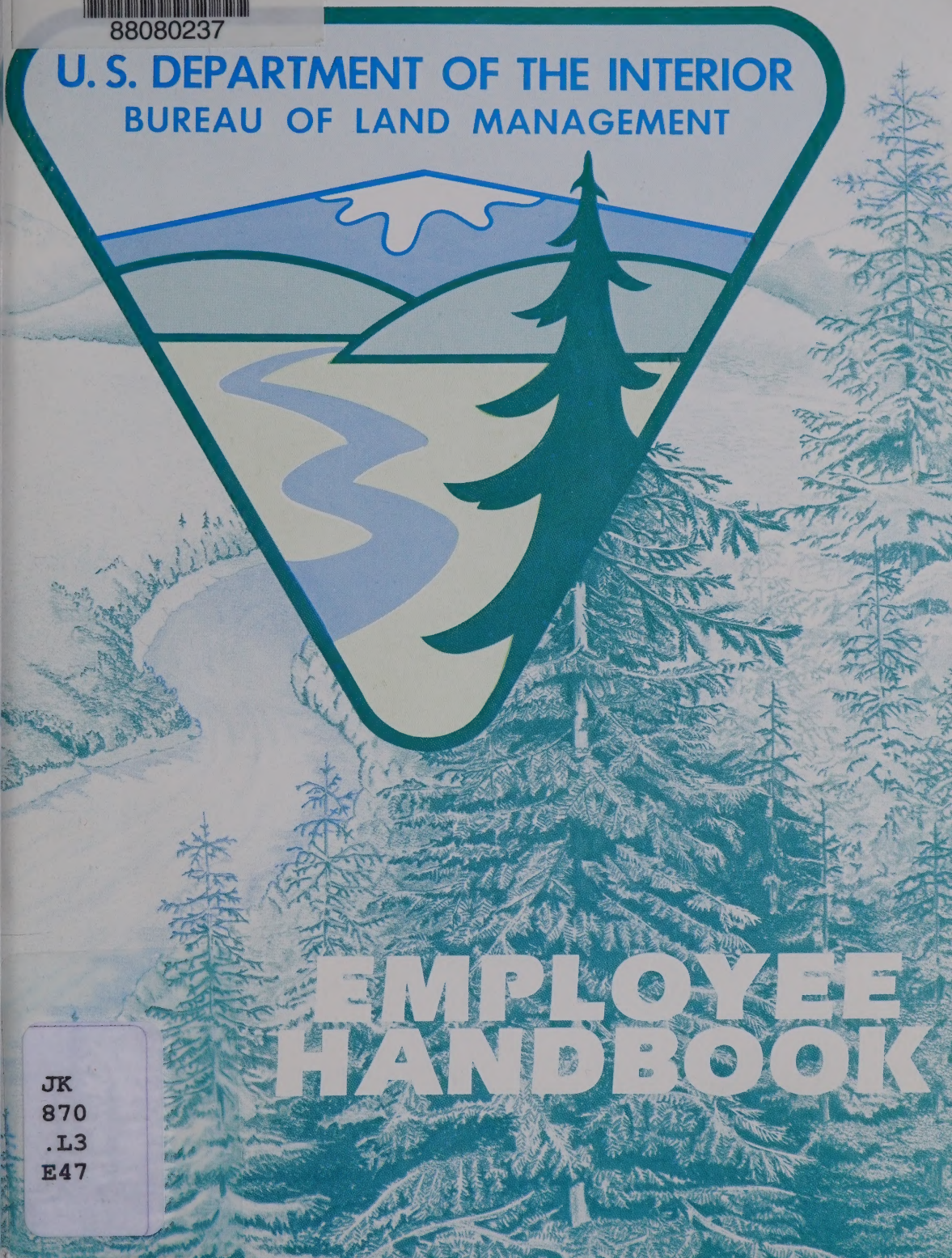

EMPLOYEE HANDBOOK

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FOREWORD

Welcome to the Bureau of Land Management. We sincerely hope you will find your work both interesting and rewarding.

"The Bureau of Land Management (BLM) is responsible for the balanced management of the public lands and resources and their various values so that they are considered in a combination that will best serve the needs of the American people. Management is based upon the principles of multiple-use and sustained yield; a combination of uses that takes into account the long term needs of future generations for renewable and non-renewable resources. These resources include recreation, range, timber, minerals, watershed, fish and wildlife, wilderness and natural, scenic, scientific and cultural values."

BLM was established on July 16, 1946, through the consolidation of the General Land Office (created in 1812) and the Grazing Service (formed in 1934). It is the principal administrator of the Federal public lands and its responsibilities include:

I. Managing the Nation's public lands and resources wisely, to prevent waste and destructive exploitation, and to preserve and protect the priceless heritage and destiny of the public resources in the Bureau's trust.

II. Assuring the continued role of the public domain as a storehouse of land and resources from which future national needs can be supplied by:

- -Rebuilding and restoring the productivity of millions of acres whose lifegiving topsoil and nourishing vegetation have been taken away by the ravages of flood, wind, fire and over-use;
- -Harvesting the products of renewable resources under sustained yield, assuring future generations of equal or better supply;
- -Facilitating the extraction of nonrenewable resources under conditions that prevent waste and take adequate account of future needs;
- -Administering mineral leasing on lands where mineral interest has been reserved or acquired by the United States;

-Administering varied programs for outdoor recreation and wildlife values of the public lands;

-Serving the entire Nation, by managing these lands and resources under the highest standards of competence and efficiency and with full consideration for the quality of the environment.

You are joining BLM at perhaps the most fascinating point in its history as we progress into this Nation's third century——a new era for public land management. There is renewed public interest in the future of these lands and their resources with strong emphasis on prudent use and a sensitivity to environmental concerns. New and challenging demands are being placed on the vast resources of the 270 million acres of public land administered by the agency.

To become energy self-sufficient America needs the fossil fuels that lie in abundance beneath these lands. American industry relies more heavily on the land's rich mineral resources and timber resources and timber harvests. Livestock production is required to help feed the Nation's expanded population. At the same time, the habitat of native wildlife must be enhanced and protected, watersheds that store water vital to our cities and farmlands must be safeguarded, and the solace and opportunities for recreation enjoyed by millions must be maintained. These lands also contain historical and archaeological values that must be preserved for future generations of Americans. BLM attempts to meet all of these important demands in a balanced, environmentally sound manner. It takes the varied skills and talents of many employees to meet this goal, and we are glad you are now a member of this team dedicated to the wisest use of our public lands.

This handbook will acquaint you further with the Bureau and with your responsibilities as one of its employees and as an employee of the Federal Government. We are sure you will find it a valuable source of information.

INTRODUCTION

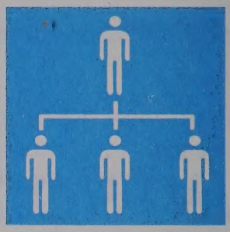
In this handbook you will find information about BLM, and brief descriptions of many phases of the Federal personnel program. It should answer basic questions about your rights and privileges and what is expected of you as a Federal employee.

Most phases of the Bureau's personnel program are governed by Acts of Congress, Executive Orders, rules and regulations of the Office of Personnel Management (OPM), and decisions of the Comptroller General. Other phases are those resulting from policies and regulations of the Department of the Interior and the Bureau.

If there is anything in this booklet that is not clear to you, or if it does not answer your questions, you are encouraged to go to your supervisor, your personnel office, or your administrative office for additional information.

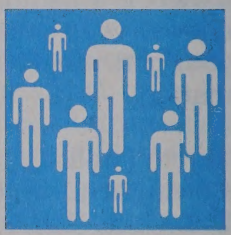
The multiplicity of laws affecting personnel subjects so important to Government employees and their families are "codified" in Title 5 of the U.S. Code. The Office of Personnel Management, the Department, and your Bureau follow the subject matter classification and numbering system in Title 5 when issuing regulations, instructions, or guidelines. OPM regulations, instructions and guidelines are issued and maintained through the Federal Personnel Manual (FPM) system. The FPM system consists of 3 components; a basic manual and more than 25 separate supplements; FPM Letters which provide instructions and guidance to be followed pending revision of the basic FPM; and FPM Bulletins which give short term instructions and notices. The Department and the Bureau also have personnel manuals which follow the same Title 5 and FPM classification and numbering system.

YOUR SUPERVISOR



Your supervisor is your major point of contact for information about your job and work related matters. As can be seen from all of the information in this handbook, it would be impossible for any individual to be totally familiar with all of the variety of benefits, requirements and processes within the Federal personnel system. Your supervisor, however, has much of this knowledge. Furthermore, he or she knows where the "experts" are and from whom to get more information. Look to your supervisor for assistance in answering questions you have and for dealing with problems which might occur.

EQUAL OPPORTUNITY



BLM is committed to a program to ensure nondiscrimination and promote equal opportunity in every aspect of Bureau policies and practices affecting employees and applicants for employment or Bureau financial assistance. The Bureau Equal Employment Opportunity (EEO) program is a compliance program developed under statutory and regulatory requirements of the Civil Rights Act of 1964, as amended, the Civil Service Reform Act of 1978, and related laws and regulations.

The goal of the EEO program is to ensure that BLM develops and maintains a workforce that reflects the diversity of the Nation's citizenry. To accomplish this goal, the EEO program strives for the elimination of underrepresentation and underutilization of women and minorities in the Bureau's various job, grade and occupational categories and in management and supervisory positions. This is accomplished through the development and implementation of Bureau wide and State Office

multi-year Affirmative Employment Plans. The Federal Equal Opportunity Recruitment Program (FEORP) is a part of this plan.The Federal Women's Program, the Hispanic Employment Program and the Black Employment Program are Special Emphasis Programs which support the Affirmative Employment Program Plan process. These programs are administered at the Bureau and State Office levels by managers and/or coordinators on a full-time or collateral duty basis.

State Directors assure that employment practices and policies are understood by all employees, supervisors, and managers. When conflicts or misunderstandings occur, the Bureau's approach is one of timely, equitable resolution, problem-solving, and conciliation.

VETERAN PREFERENCE

Veterans receive preference in Federal employment when they are appointed, and when they compete for retention during reduction-in-force (RIF) procedures, but not in merit promotion, transfer, reassignment, detail or training actions. A veteran is a person who was separated with an honorable discharge or under honorable conditions from active duty who, while in the armed forces, performed:

- in a war, or in a campaign or expedition for which a campaign badge has been authorized, or
- served during the period April 28, 1952 to July 1, 1955, or
- served for more than 180 consecutive days during the period February 1, 1955 to October 14, 1976

There are 7 different types of veteran preference and each has a separate set of requirements. Under certain circumstances a spouse, mother, widow or widower may also qualify for veteran preference. Disabled veterans receive preference ahead of other veterans.

APPOINTMENTS

The objectives of the Civil Service Act, in effect since 1883, were to eliminate a "spoils system" and make sure that employment in the Federal service would be based on merit and fitness with equal opportunity to all. It is our objective to obtain from among available persons the one best qualified to perform the duties of a particular position.

A vacant position may be filled by the promotion, demotion or reassignment of a qualified Bureau or Department employee, the reinstatement of a qualified former Federal employee; the transfer of a qualified Federal employee from another Federal agency; or the appointment of a qualified applicant from a certificate of eligibles issued by the Office of Personnel Management.

Whether you are a new Federal employee or came to the Bureau from another Federal position, you are probably serving in one of the following types of appointments:

Career-Conditional—This kind of appointment is the first step by a new employee toward a career in the Federal service. If you have this kind of appointment, you were selected from a list of eligible applicants certified by the OPM or converted to career conditional from some other type appointment, such as cooperative education or veterans readjustment. The first year of your service is a probationary period and a continuation of the qualifying procedures. It is the final and most significant step of the selection process. During the probationary year, termination of your appointment may be effected without resorting to formal removal procedures if, for any justifiable reasons, your supervisors believe continuance of your employment would not be in the best interests of the Government. The two years following successful completion of the probationary period serve to determine further your desire and interest in, and acceptability for, a career in the Federal Government. As a career conditional employee, you are eligible for all employee fringe benefits from the first day of your appointment.

Career—After you have successfully completed three years of substantially continuous service as a career-conditional employee, your appointment is automatically converted to a career appointment. This offers you greater

retention rights in RIF and priority in placement if separated because of RIF. It also confers the right, should you resign, to return to Federal employment at the same or a lower grade level, without having to recompete with other citizens at large.

Temporary Limited—Temporary limited appointments are made for the specific period of time considered necessary to get a particular job done. This period normally does not exceed one year but may be extended in increments of one year for up to four years. Such appointments may be terminated at any time. Temporary employees are eligible for annual and sick leave, if the appointment is for 90 days or more, but not other fringe benefits.

Career Seasonal—These appointments are referred to as "when actually employed" (WAE). Individuals appointed to these positions have career or career-conditional status with full-time work schedules, but are placed in a non-work, non-pay status for a period of time during a portion of each calendar year. In BLM, these types of appointments normally last from 6 to 9 months. Employees with this type of appointment are eligible for all fringe benefits while in a pay status.

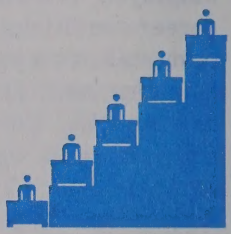
Excepted—These are appointments to positions which have been specifically excluded from the competitive service by statute or by the OPM. There are three designations for excepted positions called "Schedules." Schedule A positions are those other than confidential or policy-determining for which it is impracticable to examine, i.e. attorney. Schedule B positions are those other than confidential or policy-determining for which it is not practicable to hold a competitive examination, i.e. secret service or drug agent. Schedule C positions are those of a confidential or policy-determining character, i.e. Special Assistant to the Director, BLM. All seasonal positions in the Bureau are excepted through a special authority under Schedule A. (Employees receiving Veterans Readjustment Act or Handicapped appointments are also excepted under Schedule A.) Some excepted employees are eligible for annual and sick leave, and health and life insurance but are subject to procedures for retention that are different from those for career employees. If you are on an excepted appointment your Servicing Personnel Office (SPO) can advise you on your eligibility for fringe benefits.

TAPER (Temporary Appointment Pending Establishment of Register)—This is a type of temporary appointment. It is made when there are insufficient eligibles on an OPM register appropriate for filling a vacancy in a continuing position and the position needs to be filled before eligibles can be certified by OPM. When an examination is announced to establish the applicable register, if the employee has not completed 3 years' service as a TAPER, the employee must compete successfully in the examination and be certified for career conditional appointment. If the employee fails to qualify

in the examination, he/she may not be able to remain in the position. Employees on TAPER appointments are eligible for annual and sick leave, health benefits and life insurance, but not retirement coverage.

Part-time and Intermittent—Employees may be appointed on a part-time or intermittent basis under any of the types of appointments mentioned above. A part time employee is one who is scheduled to work between 16 and and 32 hours per week under a pre-scheduled tour of duty. An intermittent employee is one on less than full time basis with no prescheduled tour of duty. Part-time employees are eligible for all fringe benefits but intermittent employees are not.

PROMOTION AND INTERNAL PLACEMENT



Placement and promotion actions in the Bureau are made on the basis of merit under the procedures of the BLM Merit Promotion and Internal Placement Plan. The plan makes it possible for the Bureau to better utilize and develop its employees for higher level positions. Position vacancy announcements are issued to inform you of opportunities to advance to higher graded positions and/or apply for reassignment at the same grade to positions offering more challenges or advancement opportunities. Some announcements provide opportunities for further noncompetitive promotions to higher grades with satisfactory performance and at least a year's experience at the grade level. These are called "career ladder" announcements. You are encouraged to apply for positions in which you are interested, and for which you think you possess the necessary knowledges, skills and abilities required for successful performance. As an employee you may be asked to serve on a promotion panel, an important part of the plan.

SALARY AND WAGE ADMINISTRATION

Your salary is determined by the kind of position that you hold. It may be set, (1) under the provisions of the Classification Act of 1949, as amended, (2) on the basis of rates which are paid to people doing similar work in the locality where you are employed, or (3) administratively. Positions in the Senior Executive Service are also in a separate pay system. Regardless of which system is used, the principle of equal pay for substantially equal work is observed. Most Bureau employees are covered under one of the following systems:

Classification Act—Almost all professional, technician, administrative, and clerical personnel are in positions which come under the Classification Act. These positions are assigned a title and occupational series and placed in one of the "General Schedule" (GS) grades, GS-1 through GS-15. They are graded (classified in the appropriate title, series and grade level) on the basis of the level and scope of duties and responsibilities, as well as the qualification requirements of the work to be performed. The Congress establishes the pay rates for each grade in Classification Act positions. Within each grade there are several pay levels known as within-grade steps. New salary charts are distributed when pay rates change, normally each January. You will receive a copy of your position description (PD) containing a clear and concise statement of the major duties, responsibilities, supervision received and exercised, and other important items about the position which determine your classification. If you do not have a copy of your PD, contact your personnel office or administrative office.

Wage Grade—Employees working in the trades, crafts, or laboring occupations come under the Federal Wage System. This system provides common policies, systems, practices, and job grading standards for uniform application by all Federal installations. Wage positions normally have a WG, WL, or WS designation. Rates of pay are based upon prevailing wage rates paid by private industry for comparable work in the local area. There are separate grade structures for nonsupervisory (15 grades), leader (15 grades) and supervisory (19 grades) positions. There are five pay levels for each grade.

Senior Executive Service—The Senior Executive Service (SES) was created by the Civil Service Reform Act of 1978. The SES is a personnel

system with a pay, benefits and awards structure that is separate from the general schedule. It encompasses the majority of Federal executive management positions, the duties and responsibilities of which exceed in difficulty the GS-15 grade level. There are two types of SES positions. Those designated SES Career Reserved are required to be filled by career appointment because of the nature of the responsibilities of the position. Those designated SES General may be filled by career, temporary or noncareer appointment.

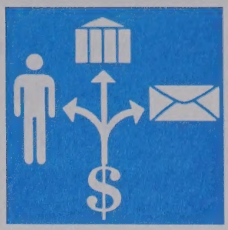
SES salary and status are personal to the employee rather than dependent upon the position occupied. When an SES employee moves from one SES job to another the salary rate does not change. Members of the SES may be paid at any of its 6 pay levels (designated ES levels), depending upon their position, qualifications, and performance. Members are also eligible for lump sum bonuses which can be as much as 20% of their salary and "Meritorious Executive" or "Distinguished Executive" awards which include $10,000 or $20,000 lump sum cash payments.

Performance Management Recognition System (PMRS)—A major aspect of the Civil Service Reform Act of 1978 was the establishment of the concept of pay for performance, commonly known as "Merit Pay." A subsequent Act, P.L. 98-615, further evolved this program into the Performance Management and Recognition System (PMRS).

The PMRS applies to supervisors and management officials who are in positions equivalent to grades GS-13 through GS-15 and meet the criteria for inclusion under applicable regulations. If your position is designated as covered under PMRS it is reflected with the letters, "GM" instead of "GS", on the employee copy of your Standared Form 50 (SF-50), Notification of Personnel Action, and position description. The objective of the program embodies the concept of pay for performance and is based on the employee's contribution to the employing organization. There are two criteria for coverage under PMRS. You are covered if you are in a position of a supervisory or managerial nature. You are also covered if you are in a non-supervisory position the responsibilities of which require or authorize you to formulate, determine, or influence the policies of the agency.

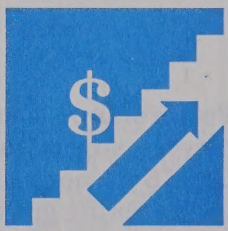
An initial appointment to a PMRS covered position from outside the Federal service normally results in a salary equivalent to the first step of the corresponding grade in the General Schedule. A conversion to a covered position from a General Schedule position of the same grade typically results in the employee initially receiving the same salary as was being received previously.

WHEN AND HOW YOU ARE PAID



You are paid every two weeks. The official pay date for the Bureau of Land Management is the second Thursday following the end of the pay period. Your pay check may be mailed to your home or other designated address or may be direct deposited by wire transfer directly to your account in a financial institution. Use of direct deposit eliminates the possibility of lost or stolen checks and gives greater assurance of timely receipt of pay. The same level of assurance cannot be provided when checks are mailed. If you wish to utilize direct deposit, you must obtain forms from your Servicing Personnel Office (SPO) and contact your financial organization. If a check is not received or a direct deposit not credited, you should notify your supervisor and SPO immediately.

SALARY INCREASES



General Schedule Employees —You are eligible for periodic salary increases if you are paid on a per annum (yearly) basis with a regularly scheduled tour of duty, and have not reached the maximum rate of compensation for your grade. Salary step increases, however, are not automatic. You must perform your job at an acceptable level of competence, which means that the quality and quantity of your work must merit an increase in pay. If you meet these requirements, you receive salary step increases at the intervals shown below:

Step You are in Now	Waiting Period for Advancement to Next Step
1, 2 or 3	52 Calendar Weeks
4, 5 or 6	104 Calendar Weeks
7, 8 or 9	156 Calendar Weeks

Your supervisor must determine by the end of the waiting period whether you have been performing at an acceptable level of competence and this will determine whether you will receive a salary step increase. If the increase is denied your supervisor must notify you in writing. If there is a negative determination, you may request reconsideration. There are appeal procedures which you may pursue if the negative determination is sustained after reconsideration.

Wage Employees —If you are in a position covered by the Federal Wage System, you are entitled to receive step increases if you perform creditable and satisfactory service and have not reached the maximum rate of compensation for your grade. Supervisors, leaders, or non-supervisors working full-time with a prearranged regularly scheduled tour of duty, receive step increases at the completion of the intervals shown below:

Step You are in Now	Waiting Period for Advancement to Next Step
1	26 Calendar Weeks
2	78 Calendar Weeks
3 or 4	104 Calendar Weeks

Performance Management and Recognition System (PMRS)—Employees, supervisors and management officials in grades GM-13 through GM-15 do not receive within-grade increases as such. Instead, their increases are given in proportion to the contribution of the individual to the employing organization, that is, pay for performance. If you are a PMRS employee, you will receive a pay adjustment the first pay period after October 1 of each year. You will receive the annual pay comparability increase given all employees, a merit increase based on performance and are eligible for lump sum cash awards based on the level of your performance. The system establishes the following annual increase requirements:

Rating Level	General Increase (Comparability)	Merit Increase (Equals a Periodic Step Increase)	Performance Awards (Lump Sum)
Outstanding (Level 5)	Full Amount	Full Step Increase	Must be given: 2% to 10% of basic pay
Exceeds Fully Successful (Level 4)	Full Amount	If Pay Range is: (1) Lower 1/3 (below Step 4) then: Full step Increase (2) Upper 2/3 (Step 4 or above) then: One-half Step increase	May be awarded up to 10% of basic pay
Full Successful (Level 3)	Full Amount	If Pay range is: (1) Lower 1/3 then: Full Step increase (2) Upper 2/3 then: One-third Step increase	Can be awarded up to 10% of basic pay
Minimally Satisfactory (Level 2)	1/2 of comparability	No increase	None
Unsatisfactory (Level 1)	No increase	No increase	None

All basic salary increases are limited by the maximum rate of pay (step 10) for each grade. Performance awards may be granted at any time during the fiscal year (but the Department/Bureau can set specific dates). An agency head may grant an award of up to 20% of base pay for unusually outstanding performance to employees having a summary performance rating of outstanding (Level 5). Other types of awards are discussed under "Awards."

LEAVE AND EARNINGS STATEMENT

Following each 2 week pay period you will receive a leave and earnings statement. It will show your gross pay for the period, the amount of each deduction from your pay, your net or "take-home" pay, and the amount of annual and sick leave taken and available.

Deductions shown on the statement will include Federal taxes; state and local taxes if applicable; health benefits, life insurance, and retirement costs; charity, U.S. Savings Bond and thrift plan contributions; labor union dues; and allotment to financial institutions.

FEDERAL AND STATE TAXES

Federal withholding tax is deducted from your gross pay and credited to your tax account. The amount of tax withheld depends upon your gross earnings, and the number of withholding allowances you claim on your Form W-4, Employee's Withholding Exemption Certificate. If your marital status or the number of withholding allowances you claim changes, you may wish to submit a revised Form W-4 to your SPO. If the number of withholding allowances to which you are entitled decreases, you must complete a new Form W-4 within 10 days. At the end of the calendar year you will be given a statement, Form W-2, showing the amount paid to you by the Bureau during the year and the amount of taxes withheld. If you are a resident of the District of Columbia or of a state requiring state and local income tax withholdings, this deduction is also made from your gross pay and is shown on the Form W-2.

RETIREMENT

The Federal Government currently administers two separate retirement systems for employees. The Civil Service Retirement System (CSRS) was authorized by the Civil Service Retirement Act of 1920 as amended. It automatically covers all employees who have a career or career-conditional appointment, or a full-time excepted appointment, or an appointment without a specific time limit, who began their employment prior to January 1, 1984. Deductions from your pay for retirement benefits depend upon the system under which you are covered.

The Federal Employees Retirement System (FERS) was created by the Federal Employees Retirement System Act of 1986. Effective January 1, 1987, it automatically covers all permanent employees hired after December 31, 1983; employees who previously worked for the Federal Government, but left before completing five years of service, and have now returned; and permanent employees hired before January 1, 1984 who elected to switch from CSRS to FERS during the July 1 through December 31, 1987 open season. The provisions of these systems are discussed below.

FERS—The FERS is composed of three parts, Social Security, a pension plan, and a thrift (savings) plan. It is based on your age, service, salary and savings. If you are covered by this system you will pay into Social Security and the pension plan a total of 7% of your pay. The Bureau will match the contribution to Social Security, and pay a greater amount to the pension plan. The Social Security deductions will stabilize at 6.2% in 1989. The pension plan deductions in 1989 and thereafter will be 0.8%. Both Social Security and the pension plan provide optional retirement, disability and survivor benefits, but the benefits are different, and each plan has different requirements for eligibility (see chart on page 18)

The Bureau will also automatically place an amount equal to 1% of your salary into a thrift (savings) account in your name. You can also place up to 10% of your salary into the same account, which will be matched by the government as follows:

Your Contribution	Bureau Contribution
First 3% of pay	$1 for $1
Next 2% of pay	$0.50 for $1
Next 5% of pay	0

This money will be initially invested in a special government securities account, but later may be shifted at your option into a fixed income fund of private sector securities, a stock index fund, or left in the government securities fund. All contributions to the thrift fund are tax deferred. Upon retirement, the funds will be available to you to use in a variety of ways. Also, you may borrow from your contribution to your thrift account for medical expenses, education, purchase of a primary residence, or financial hardship.

If you leave Federal service, you may essentially take your FERS program with you. Your coverage under Social Security is valid regardless of where you work. The funds in your thrift account can be converted into an IRA or placed in an approved pension plan. Your contributions to the pension plan can be left for a deferred annuity at age 62, or withdrawn when you leave the Federal service. (However, if you withdraw them, they cannot be replaced even if you return to Federal service.) At the time you leave the Federal service, your SPO will inform you of your options.

Law enforcement officers, and firefighters have a somewhat different program. If you are in one of these career fields, you should contact your SPO office for specific information.

CSRS—The Civil Service Retirement System is an annuity plan that is based on your age, service, and salary.It also allows credit for unused sick leave on the basis of 22 days being equal to one month of service.It provides for optional, disability and discontinued service retirements (see chart on page 18). It is funded by a deduction from your pay of 7% of your base salary (7 1/2% for law enforcement officers and firefighters) plus a matching contribution by the Government.You may increase the amount of your annuity by making voluntary contributions to the retirement fund. Your personnel office can provide you information on this subject. Under CSRS you may elect a full annuity for yourself only, or a reduced annuity with survivor benefits for a spouse, or a person you designate as having an insurable interest. Under alternative annuity regulations you may elect a reduced annuity and receive in addition, a lump sum of your contributions to the retirement fund. The CSRS requires a minimum of 5 years creditable civilian service for you to

qualify for an annuity. However, after 18 months service, survivor annuities may be payable upon your death to your widow, widower, and/or children, or a person you designate as having an insurable interest. If no one survives you who is eligible for a survivor annuity, a lump sum refund of your contributions to the retirement plan is refunded to your estate, beneficiaries you may have named, or your nearest relative. If you leave Federal service and are not eligible for an immediate annuity, you can obtain a refund of your contribution or, if you have 5 years Federal civilian service, leave your contributions in the plan and qualify for a deferred annuity when you reach age 62. If you elect to receive a refund of your contributions and later return to Federal employment, you will not receive retirement credit for the periods covered by the refund unless you are reemployed under CSRS and the refunded amount, plus interest, is repayed. However, you must be reemployed within 1 year in order to be covered again by the CSRS system.

Your SPO can prepare a CSRS annuity estimate for you. The amount of annuity payable depends primarily on your length of service and the average of your three highest consecutive years of basic pay, called "high three". However, your age, whether you make deposits for military service and other service when no deductions were withheld, and/or redeposits for refunds, and the type annuity you select will also affect your rate. You can estimate your CSRS annuity by using the following guide.

20 years service equals a CSRS annuity of approximately 36% of high 3 average salary

25 years service equals a CSRS annuity of approximately 46% of high 3 average salary

30 years service equals a CSRS annuity of approximately 56% of high 3 average salary

35 years service equals a CSRS annuity of approximately 66% of high 3 average salary

40 years service equals a CSRS annuity of approximately 76% of high 3 average salary

41 years and 11 months equals a CSRS annuity of 80% (which is all you are allowed, except for any creditable unused sick leave).

Age and Service Requirements for CSRS and FERS Requirement

System CSRS	System FERS	Type Retirement	Minimum Age	Minimum Service	Special Requirements
X	X	Optional	62	5 Yrs	None
X	X	Optional	60	20 Yrs	None
	X	Optional	55	30 Yrs	None
	X	Optional	55-57	30 Yrs	Minimum retirement age depends on date of birth
	X	Optional	55-57	10 Yrs	
X	X	Optional	50	20 Yrs	20 Yrs or more as law enforcement officer or firefighter
X	X	Voluntary Early	any age*	25 Yrs	OPM must authorize based on RIF, reorganization or transfer of functions
X	X		50*	20 Yrs	
X	X	Discontinued Service	any age*	25 Yrs	Involuntary seperation not for misconduct or delinquency or removal for unsatisfactory job performance
X	X		50*	20 Yrs	
X		Disability	any age	5 Yrs	Injury or permanent disability for any position of same grade and pay in the commuting area
	X		any age	18 Month	

*Annuity is reduced by 1/6 percent for each full month (2 percent a year) the employee is under age 55, except in disability, firefighter and law enforcement retirement cases.

LIFE INSURANCE

If you are eligible for, and did not waive (decline), Basic Federal Employees Group Life Insurance coverage, two-thirds of the cost of the coverage to which you are entitled is deducted from your paycheck. The other one-third is contributed by the Government.

Basic Life Insurance —The amount of your basic life insurance coverage is dependent upon your age and annual salary. For employees *45 years of age and older,* the amount of insurance coverage is $2,000 more than the nearest $1,000 above the annual salary, with a minimum of $10,000 coverage. Examples: If your salary is $10,235, your insurance coverage is $13,000. Your cost of this insurance is 18 1/2 cents per $1,000 coverage each pay period.

For an employee *under* the age of 45, the same procedure is used to compute coverage and cost. However, additional coverage is granted, at no cost, by the application of a multiplication factor. Example: If you are 40 years old, with annual salary of $36,500 , your coverage is: $39,000 x 1.5 = $58,500. Your bi-weekly deduction is 39 x .185 = $8.22.

Optional Life Insurance —Various optional life insurance coverages over and above the basic life insurance coverage are available to you and should be considered at the time you enroll for basic life insurance. If you waive basic life insurance coverage, or decline any of the options, opportunities for changing your life insurance election are limited, and are described in Standard Form (SF)-2817A, the Federal Employees' Group Life Insurance brochure, which will be given to you with a Life Coverage Election Form, SF-2817. You must enroll for basic life coverage to be eligible for any of the optional coverages. The cost of basic life is the same for all employees. The cost of each of the three options available depends on your age. Option A covers you for an additional $10,000. Option B - Additional, covers you for an amount equal to one, two, three, four or five times your basic pay, rounded to the next thousand. Option C Family, covers your spouse for $5,000 and each dependent child for $2,500.

The basic life coverage and Option A, provide for double indemnity payment for accidental death, and payment for dismemberment for loss of eye(s) or

limb(s). However, the accidental death and dismemberment features do not apply after retirement.

Your basic life insurance coverage continues, at no cost to you, if you are receiving compensation benefits because you are unable to work due to work-related disease or injury, and if you retire with an immediate annuity. You may continue the optional life insurance coverages as well, but the cost of these will be deducted from your compensation or annuity payments.

To be eligible to continue basic life or any of the options while drawing compensation benefits or going into retirement, you must be continuously covered for the five year period immediately preceding these events, or your earliest opportunity. The five-year or earliest opportunity requirement applies to basic life and each of the options separately. If you wish, you may elect to convert your basic life insurance coverage or coverages to a private policy. Basic life and the options begin reducing in value at age 65, or after you retire, which ever is later. At retirement you may elect a lesser reduction of your basic life coverage but you must pay for this option. These features of the life insurance program are described in detail in SF -2817A. If you are evaluating your life insurance portfolio or contemplating retirement, contact your personnel office for assistance.

HEALTH BENEFITS

The Federal Employees Health Benefits program offers you, as an employee, an opportunity to join certain group health benefits plans with better rates and better protection than may be available to you on an individual basis. If you are eligible and apply for health insurance, the Government currently pays 60% of the average high option cost of six representative plans, but only up to 75% of the total cost of enrollment. The amount you pay depends on the price of the particular plan you join. Through payroll deductions you pay the difference between the amount the Government contributes and the amount your plan costs.

You have 31 days from the date of your appointment to enroll. Otherwise, you may enroll during "open season", an enrollment period announced by

OPM, generally at the end of each year. The amount of medical costs that the program will pay depends on the plan you choose. Most plans cover some but not all, of the costs of hospitalization, and of surgical and maternity care. The kinds of expenses covered, and how well they are covered, vary. Brochures on various plans and options are available in your personnel or administrative office.

Employees on part-time tours of duty must pay their premium, plus a prorated share, depending on the number of hours per pay period worked, of the Government's portion of the premium. Health benefits coverage continues for up to one year in leave without pay status, but the employee is responsible for the premiums. The payment for coverage may be made to the payroll office while you are in LWOP status, or may be paid by installment deductions from your paycheck following return to duty. You may cancel your enrollment or change from "self and family" to "self only" at any time. Re-enrollment or changes in plans or options are generally restricted to the open season periods.

A change in marital status, family status, or a move from the geographical area of a comprehensive (local) health benefit plan, etc., may allow you to make a change outside of the open season period. You should contact your personnel office for guidance in such cases. If you leave Federal employment, are in a non-pay status for more than 12 months, or retire and are not eligible to continue health benefit coverage, you will have 31 days to consider converting your coverage to an individual policy. Conversion is restricted to the plan by which you were covered as a Federal employee, and you must pay the full premium amount. Generally, the premiums are higher, benefits are less, but there is no waiting period for pre-existing conditions.

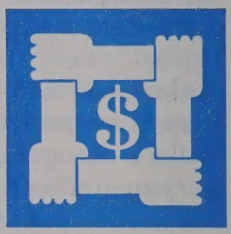
MEDICARE COVERAGE

A deduction of 1.45 percent of your gross salary, up to the current social security wage base amount,is made to enable you to be eligible for Medicare. The specifics on eligibility, ages and coverage can be learned by contacting your nearest Social Security Office.

SAVINGS BONDS

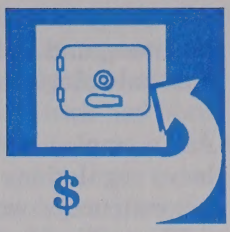
If you choose to purchase United States Savings Bonds through payroll deductions, the amount deducted depends upon the size and number you wish to purchase in a given period of time. The amount of your bond deduction can be changed or cancelled when the current bond is paid in full.

LABOR ORGANIZATION DUES



If you are a member of a recognized labor organization which holds exclusive recognition for the unit in which you work, and you are not excluded from the unit under the terms of the recognition, you may voluntarily arrange to have dues withheld from your salary and sent directly to the labor organization. Once an employee has authorized direct withholding, it must remain in effect for at least one year. In addition, withholding can only be stopped after an anniversary date of its initiation. The withholding of dues is not made for an employee whose net salary, after other legal and required deductions, is not sufficient to cover the allotment for dues. This could possibly occur when an employee has had a period of time in a non-pay status (leave without pay, absence without leave, suspension, or furlough). The employee is responsible for making the payment.

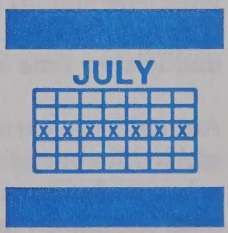
SAVINGS ALLOTMENTS



In addition to having your net pay deposited directly into a financial organization, you may have up to two allotments of pay remitted to other financial organizations. However if two allotments are made they cannot be made to the same institution. Organizations to which they may be made include any commercial bank, savings bank, savings and loan association, and Federal or State chartered credit unions.

CHARITABLE ORGANIZATIONS

You may make regular contributions to charitable organizations through a payroll deduction. The Combined Federal Campaign is conducted annually to permit you to select an approved charity to which you wish to make a voluntary contribution. You may also contribute to these charities by making a lump sum payment.



LEAVE

There are two kinds of leave for an approved absence from work, with pay and without pay. There are several types of leave with pay, but the two most

commonly taken are annual leave for vacation and necessary personal business, and sick leave to cover illness or visits to your doctor, dentist, or ophthalmologist. All time is charged in 15 minute increments.

As an employee of the Bureau you are subject to the standard Government leave regulations unless you are: (a) on a temporary appointment engaged in construction work at hourly rates; (b) appointed without compensation; (c) paid on a "fee" basis; (d) on an intermittent appointment and a regular tour of duty of one or more days during each administrative workweek has not been established; or (e) on a temporary appointment for less than 90 days.

Annual Leave—The leave system increases annual leave benefits as length of service increases. Full-time employees earn annual leave as follows:

Amount of Service	Earned Leave Per Year
Less than 3 years	13 Days (4 hours biweekly)
3 to 15 years	20 Days (6 hours biweekly)*
Over 15 years	26 Days (8 hours biweekly)

* plus 10 hours the last pay period of the calendar year.

Normally, part-time employees with 15 years or more service earn one hour of annual leave for each 10 hours in a pay status; those with three but less than 15 years or more service earn one hour of annual leave for each 10 hours in a pay status; those with three but less than 15 years earn one hour for each 13 hours in pay status; and those with less than three years earn one hour for each 20 hours.

You must secure the approval of your supervisor before taking annual leave, except in an emergency situation. This enables your supervisor to plan the work program with due consideration as to whether or not your absence would cause undue hardship in regard to the existing or unexpected workload. The annual leave you earn is intended to provide for a vacation each year and for shorter periods of leave for personal reasons, such as shopping and leisure time activities.

Annual leave earned but not taken is accumulated to your credit and can be carried forward from one leave year to the next. However, the maximum amount of accumulated annual leave which you can carry over to your credit from one leave year to the next is 30 days (240) hours). Members of the SES are not subject to the 240 hours ceiling and may carry over all of their leave.

Employees appointed to positions not limited to 90 days or less earn annual leave and may begin using it after the first biweekly pay period. For

employees appointed for less than 90 days, annual leave is not credited for use unless the appointment is extended to 90 days or more. You may use the accrued leave immediately upon extension of your appointment. Any annual leave you may have earned under a previous appointment which has been credited to your account may also be used.

You may be granted annual leave before it is actually earned, provided the circumstances justify your request and you expect to return to duty. The advance cannot exceed the amount that you will accrue during the current leave year or term of your appointment. If you have no annual leave to your credit, or circumstances do not justify advancing leave, upon your request, leave without pay (LWOP) may be granted. Except in very limited circumstances, employees have no right to such leave.

On separation from Government you will be paid a lump sum for unused annual leave. This payment will include any regular carry-over balance from the previous leave year, plus any unused leave accrued during the current leave year, plus any unused, restored annual leave. If you transfer to another position under the same leave system, your leave balance transfers with you.

Sick Leave —Sick leave accrues to full-time employees on the basis of four hours each full biweekly period (13 days a year), irrespective of length of service. Part-time employees earn one hour of sick leave for each 20 hours in a pay status. The amount of sick leave earned is usually ample to cover most minor ailments during the year and also allows for gradual accumulation of leave for use in the event of a major illness. There is no maximum limitation on the amount of sick leave you may accumulate. You may be granted sick leave when you are unable to perform your duties due to sickness or injury; when you undergo medical, dental, or optical examination or treatment; or when the proper medical authority requires that you absent yourself from work because of a contagious disease in the family. A doctor's signature may be required on Standard Form 71, Application for Leave, at your supervisor's discretion. Sick leave cannot be used in lieu of annual leave; however, annual leave may be used in lieu of sick leave. Your unused sick leave may be used in computing your basic CSRS (but not FERS) annuity when you retire.

If you are seriously injured or ill, and your absence during such disability will surpass your current accumulations, you may be advanced sick leave for not more than 30 work days. If you are on a limited appointment, you may be advanced only the amount that will be earned during the remainder of your employment. Except in certain limited circumstances, you must repay any balance outstanding against your sick leave account.

Leave Without Pay—Leave without pay (LWOP) is an approved temporary non-pay status from regular duties granted at your request. It is the practice of the Bureau to grant LWOP only when it is of mutual benefit and interest to the Bureau and to the employee. It may be granted for such reasons as education, recovery from illness or disability not of a permanent nature, including pregnancy, and service with non-Federal public organizations. LWOP may not be granted for the purpose of private employment.

In all cases LWOP must be applied for and approved in advance. You do not accrue sick and annual leave during any period in which your LWOP for any pay period totals 80 hours. You do receive CSRS retirement credit for periods of up to six months of LWOP taken in any calendar year. Up to six months LWOP per calendar year is also creditable as service completed in computing your annual leave category. LWOP is also creditable in computing the waiting period for within grade increases, when it does not exceed, in the aggregate:

- Two weeks (80 hours) in the waiting period for rates 2, 3, and 4;
- Four weeks (160 hours) in the waiting period for rates 5, 6, and 7;
- Six weeks (240 hours) in the waiting period for rates 8,9, and 10.

Absence Without Official Leave—Absence without official leave (AWOL) is charged when an employee is absent without advance authorization; fails to report for duty without prior approval of leave; does not give prompt or acceptable notification of absence; or does not have an acceptable excuse for absence. AWOL is a non-pay status and may be reason for disciplinary or adverse action.

Absence For Maternity Reasons—The granting of leave for maternity reasons may involve sick leave, annual leave, and leave without pay. You should make known your intent to request leave for maternity reasons, including the type of leave and approximate dates, as soon as practicable to allow your supervisor time to arrange any staffing adjustments that may be necessary during your absence. It may also be necessary, after consultation with your physician, to request modification of work duties or a temporary assignment to eliminate those working conditions that could have a harmful effect during pregnancy. If you plan to return to work following delivery and confinement, you are assured of continued employment in the position you left, or one of like seniority, status and pay. The only exceptions are those for termination unrelated to your absence for maternity reasons, such as expiration of your appointment, reduction in force, or separation for cause. If you plan not to return, you may remain on sick leave, unless terminated for reasons unrelated to the maternity absence, and resign at the end of the period of incapacitation. However, leave without pay may not be granted unless you plan to return to work.

Absence for Paternity Reasons—A male employee may request annual leave or leave without pay to assist in caring for his minor children, or the mother of his newborn child while she is incapacitated for maternity reasons. Annual leave and leave without pay are also appropriate for an adoptive parent to care for a child.

Military Leave—Up to 15 calendar days military leave may be granted during any calendar year to full-time and part-time (16-32 hour tour per week) career, career-conditional, TAPER, term, and indefinite employees who are members of the National Guard, or reserve components of the Armed Forces, when ordered to training duty. Employees who are members of Reserve Officer's Training Corps are not eligible for military leave for summer training. Such employees are put on annual leave or leave without pay during their training. You should make application for military leave well in advance of the training period of your reserve organization. Unused military leave, not to exceed 15 days, may be carried over to the following year. If you are called to duty for the purpose of providing military aid to enforce the law, you are entitled to military leave in addition to the leave granted for training duty. You should check with your personnel office regarding the number of days to which you may be entitled.

Military Service—If you are other than a temporary employee and enter the Armed Forces of the United States, voluntarily or involuntarily, you will be granted a military furlough. When you return from military duty with a discharge under honorable conditions, you will be restored to the same position you left or one that is at least comparable. If you are a permanent employee, while you are absent on military duty you are given the same consideration for promotion as other employees. When you return to the Bureau, your salary will be set to include any promotions and within-grade increases that you would have received had you remained in your job. If you enter military service while you are serving your probation, the time spent in service will be counted toward completion of your probationary period.

Court Leave—If you have a permanent or temporary appointment with a prescheduled tour of duty and you are called to court as a witness or a juror for the federal, state, or local government, you will be eligible for court leave which is leave with pay, but not charged to annual or sick leave, unless you were on leave without pay at the time you were called. However, if you are acting as a witness in your official capacity, you are considered to be on official duty and will receive your regular compensation. If you are called as a witness on behalf of a private party, but not in an official capacity, you will be granted court leave only when a party to the case is the U.S., D.C., or State or local government; otherwise, you will have to take annual leave or leave without pay.

If you are a part-time employee, you are entitled to court leave only for those hours during which you would have been in duty status. An intermittent employee is not entitled to court leave. You should notify your supervisor immediately, if you are summoned. As a usual practice, the Bureau does not ask to have personnel excused from jury duty.

Pay received for services as a juror or as a witness while on court leave may not be retained by you as an employee ; however pay for certain expenses incurred, e.g., mileage, may be. You must check with your personnel or administrative office as to whether you should collect the fees and what disposition should be made of them, if collected.

Excused Absence—Brief periods of excused absence may be authorized without loss of pay and without charge to leave. Examples for such excused absence include blood donations, physical examinations (when the examination is related to BLM employment or for induction into the Armed Forces), participation in military funerals (as a pallbearer or guard of honor) in ceremonies for members of the Armed Forces whose remains are returned from abroad or to attend the funeral of a relative killed in line of duty in a combat zone, and registration and voting. Brief periods of less than one hour and tardiness, on very infrequent occasions, may be excused if the supervisor finds the reasons acceptable.

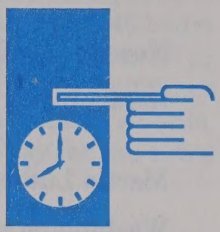
Any employee on annual or sick leave when excused absence is authorized for all employees may not have his annual or sick leave charged to excused absence. Supervisors have the responsibility of maintaining an appropriate work force when excused absence is authorized. Employees granted excused absence are compensated at their regular rate of pay.

TRAVEL

Travel—There may be times when you will be required to travel to perform your duties, or for a temporary or permanent change of duty station. All official travel must be authorized in advance. You will be reimbursed for all usual and customary transportation, meals and lodging costs based on established scales and the cost of living in the area(s) in or through which you

are required to travel. If you are required to travel more than twice a year, you may request a Diners Club Charge Card. The charge card will cover major travel costs such as lodging, air or ground transportation and meals.

If you are required to travel because of a permanent change in your duty station, you will be reimbursed for travel costs, and the cost of moving your household goods. You may also be entitled to reimbursement of real estate expenses if you must sell your home.



HOURS OF WORK

Hours of Work —The basic workweek in BLM is 40 hours, five eight hour days, Monday through Friday with a lunch period of at least 30 minutes but no more than one hour. The official starting time for each work day is normally between 7:30 and 8:00 AM, depending upon the work station. If you are a full time employee you should expect to start each day between these hours unless management determines that alternate work schedules can be adopted in your organization. Hours of work will be adjusted for part-time, intermittent, seasonal, student, and/or handicapped employees. The Federal Employees Flexible and Compressed Work Schedule Act of 1982 permits management to offer alternate work schedules. You may request your supervisor's approval of an alternate work schedule of eight hours each day, which requires being at work between 8:30 AM to 3:30 PM with each day starting as early as 6:30 AM or ending as late as 5:30 PM, and with a lunch period between 11:30 AM and 1:00 PM of at least 30 minutes but no more than one hour.

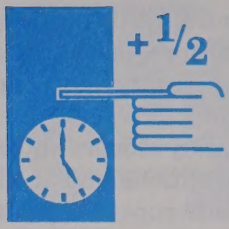
If you are a member of a field crew, such as a survey crew, and a majority of workers on the crew desire a compressed work schedule, the crew can request your supervisor's approval of a compressed work schedule of four 10-hour days per week with one day off each week; or eight 9-hour days plus one 8-hour day per two weeks with one day off each two weeks.

HOLIDAYS

Holidays for Government employees are:

New Year's Day	January 1
Inauguration Day	January 20 every 4 years (Washington, D.C. Area only)
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

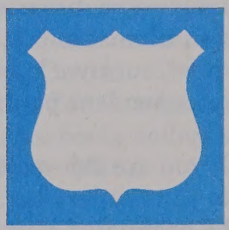
Any other day may be designated as a holiday by order of the President or Congress. If you work the basic Monday through Friday workweek and a legal holiday falls on Sunday, you are granted the following Monday as a holiday; if the holiday falls on a Saturday, you are granted the preceding Friday as a holiday. Employees assigned to other work weeks should consult their supervisor regarding holiday schedules.



OVERTIME

Overtime—There may occasions when you will be requested or required to work overtime. Overtime is generally work beyond 8 hours a day or 40 hours a week. If you work overtime you will be given compensatory time off or overtime pay for the extra hours worked at the rate of one and one-half times your basic rate of pay. Your grade and position, and management's needs, determine whether you receive compensatory time off or pay for the extra hours worked.

The payment of overtime is governed by the Fair Labor Standards Act and Title 5 of the United States Code. If you are a General Schedule (GS) employee and your basic rate of pay exceeds GS-10 step 1, your overtime pay will be computed based on that grade and step.



SAFETY

Management is responsible for providing safe working conditions and equipment, and establishing safe working procedures. You, as an employee, are responsible for following safe practices and encouraging your co-workers to do likewise. The safety of each employee is our primary concern. Employees who are indifferent to safety precautions and safe practices are a hazard to themselves and others. In addition, they endanger equipment

and facilities, waste money, and generally hinder work progress. You are encouraged to offer suggestions for safer and healthier working conditions and for the protection of property and equipment.

Safety officers and committees are appointed to help promote safe working conditions and to eliminate or reduce job hazards. Cooperate with them. Your supervisor is also vitally concerned with your safety. If you observe situations which you consider unsafe, either correct them yourself or bring them to the attention of your supervisor or safety committee. Don't wait until an accident occurs.

INJURY BENEFITS

Employees who are injured in the performance of their duties are covered by Worker's Compensation Benefits. If you are injured on the job you are entitled to immediate first aid and full medical care, including hospitalization, without cost. Additionally, salary compensation and other benefits are provided in the event of disability or death. These benefits apply to all work injuries or diseases that result from employment, except those caused by willful misconduct. In the event of your death resulting from your employment, survivor benefits are payable to your spouse, dependent children and/or dependent parents.

If you are injured on duty, report it, or see that it is reported, immediately to your supervisor. The appropriate Worker's Compensation forms should be completed within 2 work days of the injuries even if no incapacity is suffered. All injuries, even the most minor, should be reported and documented in case medical care is needed later. Failure to notify your supervisor or to fill out the forms may mean that you will not be able to claim benefits at a later date.

ORIENTATION TRAINING AND EMPLOYEE DEVELOPMENT

Orientation—When you first enter the Bureau, you are given an orientation. Orientation is a joint effort of your supervisor and your local personnel or administrative office. Orientation helps you understand your job and how your office contributes to the mission and goals of the Bureau and the Department of the Interior as well as to assist you in understanding how your office interfaces with others. Also, orientation helps you become familiar with your rights and responsibilities as a Federal Government employee and the types of personnel services provided by the Bureau.

As part of the overall process of introduction to the job and the Bureau, your supervisor will explain the duties and responsibilities of your job and the standards of performance as reflected on the Performance Improvement and Position Review (PIPR) Form. Your supervisor will teach you how to do your job and assist in every possible way. Training, therefore, begins on the job the day you start your new job. Periodically, throughout the year, your supervisor will discuss job performance and explore with you how it can be enhanced. Training in job related skills and knowledge can enhance performance. As training needs dictate and budget funding is available, employees have the opportunity to participate in structured classroom training. Coaching by supervisors is also helpful. Self-instruction courses and small group training maybe available through a local Learning Center. Correspondence and computer-assisted training is also available. Courses within the Bureau, the Department, and other agencies as well as schools, colleges or universities are provided through your District and State Office.

Your opportunities for advancement will improve as you perform your duties more effectively and demonstrate potential for performing more responsible work. Discuss your career goals with your supervisor, who will advise you about career opportunities in the Bureau. Consider details to other jobs and work group assignments. Don't overlook building your skills and knowledge by participating in growth activities outside your job. For instance, leadership skills can be developed by serving on local charitable organization committees. The Bureau sponsors formal developmental opportunities at the Bureau and State level.Contact your local personnel or administrative office for details.

Career Development—Responding to the need for the Bureau to adapt to changes in its mission and to develop and use the different skills in the workforce, the Bureau has a formal career development program. The first part New Employee Orientation, is described above. The second part is called Employee Excellence Seminar. It emphasizes employee awareness of self, career planning, and Bureau programs and missions. Another part is the BLM Careerist which is directed toward career employees at or near their full performance level.This part provides opportunities for employees to assess their career needs and pursue their career goals.The fourth part, Management and Leadership Workshop, has as its target group employees GS-9 through GS-12 who are interested in supervisory/managerial training. Selections are based on competitive procedures through the issuance of a training announcement The fifth part is the Advanced Leadership Workshop. It is directed toward employees at GS-13, 14, and 15 levels. This workshop emphasizes managerial effectiveness and preparation for leadership positions at District Manager, Deputy State Director levels and above.

In addition to the training resources provided by the Bureau, employees should cultivate and develop self-development skills to enhance their growth and make maximum use of opportunities. The Bureau encourages employees to participate in developmental activities to increase their effectiveness.

PERFORMANCE MANAGEMENT SYSTEM

You have a job to do and how well you do that job will contribute to the success or failure of BLM in fulfilling its mission. It may also be a crucial factor in the development of your career. More than likely, your job performance will have a significant impact on your personal life—your family, your friends, and your own self-image.

Something which impacts so significantly on the goals of the organization and your personal life demands very close attention. It calls for answers to two important questions: (1) What is your job; and, (2) How can you tell when your performance results in a satisfactory job? The answers to these

questions must be clearly understood and agreed to by at least two individuals—you and your supervisor. BLM's Performance Management System is designed to help answer these questions. It emphasizes continuous analysis, evaluation, and improvement of performance.

The appraisal process starts at the beginning of the Fiscal Year (October 1st) or within 30 days of your first day of work in your new job. You and your supervisor discuss the specific job elements that comprise your position. These elements are categorized as "Critical" and "Noncritical". A "Critical" element is one of such importance that performance below minimum standards means that overall performance is not acceptable, and requires remedial action, i.e. reassignment, demotion or removal. A "Noncritical" element is important, but less significant than a critical element. Specific standards and objectives of acceptable performance are also established and described for the element. These elements and standards are then documented on an established form.

Elements may be changed or supplemented during the year as necessary by you or your supervisor, after conferring with each other. During the rating period (which coincides with the fiscal year - October 1 through September 30), you and your supervisor will have periodic follow-up discussions about your performance. In this way, problems and opportunities that may arise are addressed in a timely manner. If it looks as though you will not be able to meet an objective, or an adjustment in it is necessary, it is your responsibility to notify your supervisor of the situation.

At the end of the year, your actual performance is analyzed and evaluated, and you will receive one of the following summary ratings:

OUTSTANDING PERFORMANCE (Level 5)	"Exceeds Fully Successful"for all elements and overall performance is of rare, very high quality, producing an exceptional quantity of work significantly ahead of established schedules or deadlines and with very little supervision.
EXCEEDS FULLY SUCCESSFUL PERFORMANCE (Level 4)	"Exceeds Fully Successful" for most (but not all) critical elements and no lower than "Fully Successful" for all noncritical elements and overall performance is of unusually good or excellent quality producing a very high quantity of work ahead of

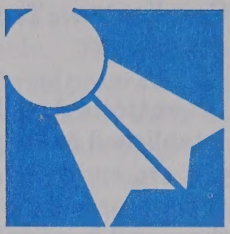
	established schedules or deadlines and with less than normal supervision.
FULLY SUCCESSFUL PERFORMANCE (Level 3)	"Fully Successful" for all critical elements and noncritical elements and performance is of good quality, producing the expected quantity of work and meets deadlines or schedules for completion of work.
MINIMALLY SUCCESSFUL PERFORMANCE (Level 2)	"Fully Successful" for all critical and "Less Than Fully Successful" for one or more noncricical elements. The performance needs improvement to meet the "Fully Successful" level.
UNACCEPTABLE PERFORMANCE (Level 1)	"Less Than Fully Successful" for at least one critical element. When performance is "Unacceptable," corrective action must be taken consistent with required procedures.

When you receive your rating, you and your supervisor will also discuss your performance and ways to improve it. This discussion will probably lead to a discussion of critical and noncritical elements for your position for the coming fiscal year.

Employees are entitled to a review of their disputes regarding any aspects of the performance appraisal procedure, except the substance of job elements and performance standards. This review must be requested within ten (10) working days after receipt of the summary rating. Your supervisor or SPO can provide you with procedural details if you wish to pursue such a course of action. The performance management system is aimed at increasing communication between supervisors and employees by linking performance evaluation and job objectives together and moving away from systems which evaluate personalities. Most of all, it is designed to help you and your work unit improve performance.

If an employee's performance fails to meet the requirements of one or more critical elements of his/her position, he/she is given a written warning and a reasonable period of time in which to demonstrate acceptable performance. If the employee fails to bring performance up to a satisfactory level within the warning period, or if the performance, after improving, slips back to the unacceptable level, the supervisor forwards the rating to the reviewing

official for concurrence and recommends reassignment, demotion, or removal, as may be appropriate.



AWARDS

The Incentive Awards Program of the Federal Government was established to improve Government operations and to recognize employees through the medium of incentive awards. The program recognizes and rewards you individually or in a group for your suggestions, inventions, superior accomplishments, or other personal efforts which contribute to efficiency, economy, or other improvements in Government operations. There are several types of awards for which you might be eligible and cash awards can range from $50 - $25,000. Supervisors are aware of these awards and eligibility criteria. Some of the various awards available to you are as follows:

MONETARY AWARDS

Sustained Superior Performance Award—You may be recommended by your supervisor for this award when your job performance exceeds normal requirements (would be rated Outstanding or Exceeding Fully Successful) for a period of at least 6 months. The amount of this one-time cash award is based on a percentage of your basic rate of your pay.

Special Act or Service Award—You may be recommended by your supervisor for a Special Act or Service Award if your performance exceeds expectations or you have made a significant achievement on a special assignment or as part of your job function. This is a one-time cash award which is based on the benefits of your contribution to the agency.

Quality Step Increase—You may be recommended by your supervisor for a Quality Step Increase (QSI) if your performance is rated outstanding and

gives promise of continuing at that level or higher. A QSI is a change in pay rate rather than a lump sum cash award and is in addition to the regular periodic within-grade pay increase which you receive.

Suggestions —You are encouraged to suggest improvements in methods, procedures, service to the public, employee morale, health, and safety. Any idea that contributes to the economy, efficiency, or increased effectiveness in carrying out Government programs is eligible for a suggestion award. Suggestions should be submitted in writing to your Incentive Awards Coordinator. The amount of the award is based on the value of the suggestion.

Inventions And Patents—Inventions made by employees are subject to established patent regulations. If you make or develop an invention while you are employed in the Department, it must be reported through your supervisor and the Director to the Solicitor. If the invention is a group effort, the report is made by the supervisor. It is usually advisable for a supervisor to make early contact with the nearest Office of the Solicitor. This will insure receiving appropriate guidance on the specific legal and regulatory factors involved and the methods of handling the case. Your personnel or administrative office will provide you with full information on the procedure to follow. You may receive a monetary award for an invention or patent based on its tangible or intangible benefits.

NON-MONETARY AWARDS

Honor Awards—The Department recognizes employees who perform in a superior manner over a period of time or make contributions to administration, science, or research. Departmental nonmonetary honor awards include the Distinguished Service Award, Outstanding Service Award, Meritorious Service Award, Superior Service Award, Public Service Award, Career Service Award, and others. These awards consist of plaques, medals, certificates, scrolls and are prized because of their limited number.

Length of Service Awards —Length of service awards are presented to employees who complete 10, 20, 30, 40 and 50 years Federal service. These awards consist of a certificate plus a lapel pin, tie tack or charm. Employees who complete 10, 20, 30, 40 and 50 years with BLM may be presented a certificate for their service to the Bureau.

Outside Awards—Federal employees are eligible for a number of honor awards from private foundations, boards and/or committees. These nonmonetary awards are generally given for excellence in management, administration or some field of science or engineering.

EMPLOYEE ASSISTANCE PROGRAM

Should you encounter any emotional, personal, financial, or alcohol or drug related problem, you should know that help is available. The Bureau sponsors an Employee Assistance Program, which is a referral program that uses community resources to rehabilitate employees to restore them to optimal job performance. Should you need to participate in this program, you will be granted a reasonable amount of sick leave, annual leave, or lacking these, leave without pay for rehabilitation. There are also provisions for excused absences for the initial counseling session(s). Any record developed during the treatment is confidential and will be preserved in the same manner as medical records. Your job security or promotion opportunities will not be jeopardized by participation in this program.

LABOR MANAGEMENT RELATIONS

Title VII of the Civil Service Reform Act, effective on January 11, 1979 established the policy and basic procedures for labor-management relations in the Federal Service. The Department provides further guidance to the Bureau as to the particular application of policy and procedures, as well as consultation regarding determinations, problems, and third-party matters.

Each employee has the right to form, join and assist a labor organization or to refrain from any such activity. There may be no interference, restraint, coercion, or discrimination practiced within the agency to encourage or discourage membership in a labor organization. Therefore, employees may exercise this right freely and without fear of penalty or reprisal.

Certain employees, such as supervisors, management officials and others, are prohibited from participation in the management of a labor organization or acting as a representative thereof. This is because such participation or activity would result in an actual or apparent conflict of interest, or otherwise be incompatible with law or their official duties.

When a majority of the eligible employees voting by a secret ballot election in an appropriate unit select a labor organization as their representative, the organization is certified as the exclusive representative of all employees in the unit. This entitles the labor organization to act for and to negotiate agreements covering all employees in the unit, regardless of labor organization membership. The union represents the employees in all matters pertaining to conditions of employment, including personnel policies and practices. An agreement negotiated between the exclusive representative and management constitute the contract for the unit.

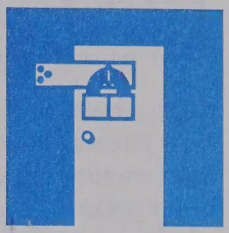
GRIEVANCE

The dignity and importance of each individual are recognized and respected in the Bureau. Any employee presenting a grievance is assured that there will be no restraint, interference, coercion or reprisal, and that the grievance will be considered fairly and objectively on its merits.

Informal—When you are dissatisfied with an action that affects you, you should first discuss your dissatisfaction informally with your supervisor. If, for some reason, you do not wish to do this, you may discuss the matter with a higher level supervisor, your administrative officer, or with your SPO. Informal consideration must begin within 15 days following a specific act or occurrence, but may be initiated anytime for a continuing condition.

Formal—If informal consideration does not result in a satisfactory adjustment, you may file a formal grievance within 5 days following receipt of the informal decision. The full procedures for doing this are available in each office and assistance is available from your SPO.

Where an exclusive unit recognition with a labor organization is in existence and an agreement (contract) has been negotiated, it is mandatory that a grievance procedure be written into the contract. When such a procedure applies, it must be followed by all employees included in the unit when they have a grievance.



EEO COMPLAINTS

Any employee who believes he or she has been discriminated against because of race, religion, sex (including sexual harassment), color, national origin, age, and/or mental or physical handicap may file an Equal Employment Opportunity (EEO) complaint. If you decide to file a complaint you must contact an EEO counselor or officer within 30 days of the alleged discriminatory act.

Informal—The complaint process provides an initial period of 21 calendar days for informal discussions in order to attempt to reach a resolution.

Formal—If the complaint cannot be resolved informally within the 21 calendar days, you will have 15 additional calendar days to file a formal complaint. You will be afforded a reasonable amount of official time to present your claim to an EEO counselor. You may request anonymity until and/or unless you file a formal complaint. You may be accompanied throughout the complaint process by a representative of your choosing. Should you file a complaint you are assured that you and your representatives and/or witnesses shall be free from restraint, interference, coercion or reprisal during the presentation and/or processing of your complaint.

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CONDUCT AND RESPONSIBILITY

As an employee of the United States Government, you are expected to comply with Federal laws and to observe the regulations of the Office of Personnel Management, the Department of the Interior, and the Bureau of Land Management. You are expected to be aware of your privileges and responsibilities as a Federal employee. All employees must familiarize themselves with Title 43 of the Code of Federal Regulations, Part 20. 735, "Employee Responsibilities and Conduct." A copy of this release is furnished each employee upon entrance on duty. You should make appropriate inquiry before involving yourself in any practice or activity which may be subject to question. Employees new to the Government sometimes do not realize how innocent acts may appear to a member of the public. Those outside the Bureau and the Department are inclined to judge the entire Bureau and Department on the basis of personal conduct of employees during and outside of working hours.

You are permitted to express your opinion and points of view on matters before you for consideration. However, after a policy has been established, you are required to comply. If you fail to carry out any lawful regulation, order, or policy, or refuse to obey proper requests from your supervisors, you may be subject to appropriate disciplinary action. When the opportunity arises to be of assistance to a member of the public, whether by telephone or in person, remember that you are dealing with an individual. In his/her mind, you may represent the Federal government, and thus he/she could form an opinion of a major Federal program on the basis of your responsiveness, or worse, your lack of it.

The following is a discussion of some types of misconduct. This should not be considered a substitute for a thorough review of 43 CFR 20.375.

Attendance and Tardiness—You are expected to be at work by your scheduled starting time unless your supervisor has approved leave or delayed arrival. Occasional instances of unscheduled leave (calling your supervisor at your scheduled reporting time for annual or sick leave) or tardiness may be unavoidable. Habitual tardiness and/or unscheduled leave could lead to disciplinary action.

Gambling and Use of Intoxicants—You are not permitted to gamble or use alcohol while on official duty and within federally owned or leased property. Intoxicants are not to be taken at any time while operating, or for a reasonable time period prior to operating, a vehicle or equipment. Criminal, infamous, dishonest, or immoral conduct on the part of an employee may be causes for removal from Government service.

Government Supplies and Property—You are cautioned against taking home or converting to private use Government property that you may assume is no longer needed or is of no further value to the Government. To do so constitutes misconduct. You will be held accountable for government property and monies entrusted to you. It is your responsibility to protect, conserve, and use them economically. When you are authorized to use a Government automobile or aircraft, it does not include using the vehicle for pleasure, shopping, camping, hunting trips, or sight-seeing. Unless authorized in advance in writing, you are not permitted to use a Government vehicle to travel between your residence and place of employment. A government automobile is to be used only for matters connected with official duties. Unauthorized use of a government vehicle, including airplanes, carries a mandatory penalty of at least 30 days suspension.

Interest in Public Lands—As an employee of the BLM, you and your spouse are prohibited from voluntarily acquiring any interest in lands or resources administered by the Bureau, or retaining an interest in lands or resources administered by the Bureau, during employment with the Department of the Interior. This includes ownership of stock in a corporation if that corporationor its subsidiary holds an interest in Federal lands. You are not permitted to have an active real estate broker or salesmen's licence while you are employed by BLM.

Seasonal or intermittent employees except U.S. Mineral Surveyors employed for less than 180 working days in a calendar year; and temporary employees appointed for less than 130 working days in a calendar year engaged in field work relating to land, range, forest, and mineral conservation and management activities, may retain interests which they hold, including renewal rights in lands or resources administered by the Bureau.

If you are in doubt as to whether acquisition or retention of any interest in lands or resources would violate the provisions of the regulations, you should contact the Assistant Ethics Counselor in your SPO.

Financial Interest—Employees may not have direct or indirect financial interests that conflict, or appear to conflict, with their responsibilities and duties as Federal employees. You may not, except officially in the discharge of your duties, represent anyone before a court or Government agency in a

particular matter in which the United States is a party or has an interest. You may not use your Government employment for personal gain for yourself or another person. Further, you may not give the appearance of using your employment for private gain for yourself or another person.

Outside Work—You are permitted to have another job only if it does not prevent you from devoting your primary interests, talents, and energies to your position in the Bureau. For example, abuse of leave privileges in order to engage in outside work shall be treated as an interference with official performance. Also, there must not be a conflict of interest. A "conflict of interest" may be defined as when a Federal employee's outside activities, usually of an economic nature, conflict or raise a reasonable question of conflict with his/her Government duties and responsibilities. Outside work may not be conducted on Government time, nor may it involve the use of Government funds, facilities, or equipment. You must report to your supervisor outside employment performed frequently or on a standardized schedule. If you have any questions concerning outside employment activities, please consult your supervisor or personnel office.

Political Activity—As a citizen, you have the right to register and vote and to express your opinions on political questions and candidates. As a Federal employee, however, you are restricted by the Hatch Act from taking an active part in partisan political management or partisan political campaigns and elections. You may attend a primary meeting, mass convention, caucus, etc., and vote on any question presented. You may not, however, act as an officer of the meeting, convention, or caucus; may not be a delegate to a convention; may not address, make motions, prepare or assist in preparing resolutions, represent others, or take a prominent part. You cannot prepare, organize, or conduct a political meeting or rally if partisan politics are involved. You may be a member of a political club and vote on questions presented by you. However, you may not be active in organizing such a club or be an officer of the club, nor may you take an active part in its management or affairs, represent other members, or attempt to influence other members by your actions or words. You may not distribute campaign literature. You may display a poster or picture in the windows of your home or in your automobile, and wear a political badge or button, unless restricted by agency regulation, while carrying out your official duties.

You may participate in activities or organizations that have for their primary objective the production of good government or the local civic welfare, provided such activities have no connection with the campaigns of partisan candidates or parties. You may be a candidate for office in a nonpartisan State or local election and serve, if elected, as long as holding such an office would not conflict or interfere with your official duties, or adversely affect our

programs or relationships with the public. Penalties required by law for violating the limitation and restrictions on political activity are severe. If you are interested in engaging in political activity of any kind, you are urged to consult your SPO.

Use of Telephones—You are authorized to make reasonable, but limited, use of Government telephone systems for necessary personal calls that are consistent with the following criteria:

- The call does not adversely affect the performance of your official duties or your organization's functions;
- It is of reasonable duration and frequency, and;
- It could not have been reasonably made at another time, or;
- It is provided for in a collective bargaining agreement which was negotiated prior to issuance of the latest GSA regulation.

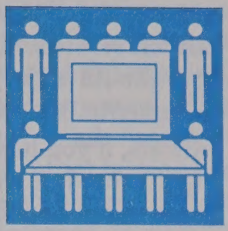
All other personal calls made during work hours from Government telephones must be placed over the commercial telephone network and charged to your home number, non-Government personal credit card, or the party called.

When in a travel station for more than one night you may be reimbursed for one call each night. The length and number of such calls shall be kept to a minimum. In conducting official business by long-distance calls, you must use the Government's long-distance telephone network, generally called the FTS, whenever such service is available. You can make official long-distance calls via FTS, to other Government and non-Government telephones. The FTS is for official Government business only.

DISCIPLINARY ACTIONS

Disciplinary Actions—Disciplinary actions may be imposed upon employees whose conduct raises problems. Examples of misconduct are insubordination, failure to follow instructions, misuse of leave, absence without leave (AWOL),excessive tardiness, and immoral conduct. Disciplinary actions for misconduct range from a written warning or letter of reprimand to a suspension of 14 days or less. Suspensions for more than 14 days, reduction in grade or pay, furlough of 30 days or less, or removal are considered "adverse actions". Consideration will be given to all factors involved in deciding what penalty is appropriate, including not only the gravity and frequency of the offense but also any mitigating must be followed before taking certain disciplinary actions or any adverse action against any career, career-conditional, or indefinite employee in the competitive service not serving a probationary or trial period. Procedures include a written notice to the employee of the proposed action stating the reasons for the action and provide the employee with an opportunity to reply before the final decision is made. The deciding official must consider the employee's reply, if any, before making his/her decision, and notify the employee in writing of the decision. A decision that results in an adverse action can be appealed to the appropriate office of the Merit Systems Protection Board, or grieved by an employee represented by a union.

PERSONNEL RECORDS



Your Official Personnel Folder—Your Official Personnel Folder (OPF) contains the official papers pertaining to your employment, and is the permanent record of your service in the Federal Government. It is maintained for official use only, and is not open to inspection by unauthorized persons. Records are kept on who, when, and why an OPF was reviewed.

You may inspect your own OPF and may copy any of the material or data in it. If you wish to review your OPF you should contact your SPO or administrative office for an appointment. Any sensitive medical information is filed apart from the OPF and is only disclosed to a qualified physician or other person to whom you give a written release.

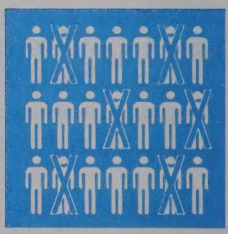
Protecting Your Personal Privacy—Our Nation's founders placed a great value on human worth, individual dignity, and the right to privacy. The Privacy Act of 1974 strengthened these rights. You are permitted access to most records that contain personal data about you, and to request corrections of such records where appropriate. There can be no secret records kept that pertain to you except as statutorily provided. There can be no unwarranted disclosures of information from these records and the records should contain no unnecessary or, insofar as possible, incorrect information. A member of the public, upon request, does have a right to certain information about a Federal employee: name, grade, current occupation, salary, location, and prior salary. Your home address and home telephone number are not public information and are not disclosed. When you help to ensure the privacy of other employees, you will be working to safeguard your own individual right to privacy.

Changes in Name, Marital Status, Home Address, or Dependents—Your salary check is sent to your home address or to a financial institution for credit to your account. You should keep this information current and report any changes, including name, home address, or dependents to your supervisor who will help you initiate the forms required to inform the

personnel and payroll offices to make appropriate changes in personnel and payroll records. Unless you change your name bycourt order or marriage, you should sign your name in the same way on all official forms and documents.It is required that you use a given name as well as one or more initials, if you have any. A woman, notwithstanding her marriage, has the right to use her maiden name on Government records, provided she uses the same name consistently on all records. She may also elect to use the prefix Ms. instead of Miss or Mrs.

RESIGNATION

If you resign from your position you are expected to give as much advance notice as possible. Two weeks is generally considered the minimum notice, although more is desirable, if possible. The resignation, submitted in writing to your supervisor, should include the effective time and date, a forwarding address, and your reasons for resigning. When you leave the Bureau, all building passes, keys, identification cards, and other credentials or Government property must be turned in to the appropriate administrative office. Any indebtedness to the Government for travel advances, leave used but not earned, and the like, must be liquidated before final salary payment is made.



REDUCTION IN FORCE

It is sometimes necessary to reduce employment or abolish a position because of lack of work or funds, or for other reasons. If personnel cuts must be made, the order in which employees are separated is determined on the

basis of status, length of service, veterans preference, and performance rating. If you should be affected by a reduction-in-force, you will be given an explanation of how the order of retention and separation was determined, and an opportunity to inspect the retention register. Your personnel office will make every effort to effect the necessary reduction through reassignment of employees to other jobs, placement of employees in other bureaus or agencies, not filling jobs already vacant, shifting surplus employees to new projects as jobs occur, and through other measures designed to protect employees from adverse effects. If the reduction cannot be accomplished through these measures in the time allowed, it becomes necessary to make involuntary separations. If you then feel that you have been affected through error in applying the reduction-in-force system, you are entitled to appeal the action.

SEVERANCE PAY

If you are involuntarily separated from a career appointment without personal cause, and if you are not eligible for retirement on an immediate annuity, you may be eligible for severance pay. The amount of allowable severance pay will be computed by your personnel office.

UNEMPLOYMENT COMPENSATION

Federal employees, with a few exceptions, are covered by unemployment insurance without cost to them. Therefore, if you are involuntarily separated for any reason, other than misconduct, you may be eligible to receive such benefits. Unemployment benefits are paid by a State employment security agency under the provisions of its employment security law. The States are reimbursed by the United States Government for payments to Federal employees. The amount of your weekly payment is dependent upon

the law of the State where you were last employed. Further information and necessary forms for filing a claim will be furnished to you upon separation from Federal employment.

CONCLUSION

It is hoped that you have found this booklet interesting and informative. However, you should understand that the information it contains is not complete without other standard publications that have been distributed on individual subjects. If you have other questions concerning your employment please feel free to discuss the matter with your supervisor, or take them to your administrative or personnel office for advice and guidance.

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